C O P Y

DEPARTMENT OF STATE INSTRUCTION

1449

UNCLASSIFIED

October 19, 1960

TRAVEL: Policy Regarding Travel of All Employees and
Their Dependents

TO: All American Diplomatic and Consular Posts

JOINT STATE - CIA - ICA MESSAGE

Policy. The needs of the Department of State, United
States Information Agency and International Cooperation
Administration require that official travel be performed
by the most direct usually traveled route. Accordingly, each
employee should develop his itinerary to travel by the
most direct routing by the mode(s) of transportation
available.

Regulation. In recognition of the above requirement,
the pertinent regulations are being amended to reflect
the following changes which are effective for all travel
commencing on or after November 15, 1960.

Where a traveler elects for his personal convenience
to travel by an indirect route or between points other
than those authorized in the travel authorization or inter-
rupts travel for his personal convenience, the cost to
the Government and allowable travel time shall be subject
to the following limitations:

a. Payment of transportation costs and authorized
excess baggage charges shall be allowed in an amount not
to exceed the transportation and excess baggage costs which
would have been incurred had travel been performed by the
most direct usually traveled route between the authorized
points of travel, based on the class and mode(s) of trans-
portation used.

b. Reimbursement for per diem and incidental expenses
shall be limited to the amount which would have been incurred
by uninterrupted travel via the most direct usually traveled

UNCLASSIFIED

ANNEX 2

COPY   COPY

UNCLASSIFIED

traveled route and shall be based upon the mode(s) of
transportation actually used.

c.   Travel time in excess of that which would have
been incurred by uninterrupted travel by the most direct
usually traveled route shall be charged to annual leave,
if available, or leave without pay.

HEXTER